

Warren County, Tennessee  
Request for Proposals  
HVAC Repair Project at the Warren County Administration Building

Bid Specifications and Terms:

1. The effective start date of the project will begin on the date the bid is awarded and the chosen vendor will have thirty (30) days to complete the project to the satisfaction of Warren County Government. Work is to be performed during Warren County Administration Building normal business hours between 8:00 A.M. and 4:30 P.M. Monday-Friday. Work is to be coordinated with Mr. Greg Bowdoin, Warren County Maintenance Director.
2. Scope of Work: The Vendor will be required to perform the specified repairs and service to the following designated HVAC units at the Administrative Building:
  - a. HVAC Unit #1: Replace heat exchanger assembly on unit, seal with fire caulk, clean evaporator coils during repairs, start and check operation when complete. Delivery of parts is to be included.
    - Furnish new Carrier replacement heat exchanger assembly, fire caulk to seal, misc., and freight for delivery
    - Furnish labor to make listed repairs
    - Clean evaporator coils during repairs
  - b. HVAC Unit #2: Replace heat exchanger assembly on unit, seal with fire caulk, clean evaporator coils during repairs, start and check operation when complete. Delivery of parts is to be included.
    - Furnish new Carrier replacement heat exchanger assembly, fire caulk to seal, misc., and freight for delivery
    - Furnish labor to make listed repairs
    - Clean evaporator coils during repairs
  - c. HVAC Unit #4: Replace heat exchanger assembly on unit, seal with fire caulk, clean evaporator coils during repairs, start and check operation when complete. Delivery of parts is to be included.
    - Furnish new Carrier replacement heat exchanger assembly, fire caulk to seal, misc., and freight for delivery
    - Furnish labor to make listed repairs
    - Clean evaporator coils during repairs
  - d. HVAC Unit #5: Replace heat exchanger assembly on unit, seal with fire caulk, clean indoor evaporator coil during repairs, start and check operation when complete. Delivery of parts is to be included.
    - Furnish new Carrier replacement heat exchanger assembly, fire caulk to seal, misc., and freight for delivery
    - Furnish labor to make listed repairs
    - Clean indoor evaporator coil during repairs

- e. HVAC Unit #6: Replace heat exchanger assembly on unit, seal with fire caulk, clean evaporator coils during repairs, start and check operation when complete. Delivery of parts is to be included.
    - Furnish new Carrier replacement heat exchanger assembly, fire caulk to seal, misc., and freight for delivery
    - Furnish labor to make listed repairs
    - Clean evaporator coils during repairs
  - f. HVAC Unit #8: Replace heat exchanger assembly on unit, seal with fire caulk, clean indoor evaporator coil during repairs, start and check operation when complete. Delivery of parts is to be included.
    - Furnish new Carrier replacement heat exchanger assembly, fire caulk to seal, misc., and freight for delivery
    - Furnish labor to make listed repairs
    - Clean indoor evaporator coil during repairs
  - g. HVAC Unit #9: Replace heat exchanger assembly on unit, seal with fire caulk, clean evaporator coils during repairs, start and check operation when complete. Delivery of parts is to be included.
    - Furnish new Carrier replacement heat exchanger assembly, fire caulk to seal, misc., and freight for delivery
    - Furnish labor to make listed repairs
    - Clean evaporator coils during repairs
3. Bidder must provide a Certificate of Insurance verifying liability and worker's compensation insurance coverage.

There will be a **MANDATORY PRE-BID CONFERENCE** held on Thursday, September 12, 2013 at 9:00 A.M. CT beginning at the Warren County Administrative Office Building Finance Department Conference Room to discuss specifications and scope of work for the proposal. All bidders must attend the mandatory pre-bid meeting in order to be eligible to submit a bid for consideration.

Warren County, Tennessee  
Request for Proposals  
HVAC Repair Project at the Warren County Administration Building

PROPOSAL FORM  
BIDS MUST BE SIGNED AND DATED TO BE VALID

DATE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
BY (SIGNATURE): \_\_\_\_\_ PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
TOTAL BID: \_\_\_\_\_

NOTICE

Pursuant to T.C.A. § 50-9-114, Warren County, Tennessee has adopted a Drug and Alcohol Testing Program and is required to include this information in our bid specifications. Warren County, Tennessee requires Alcohol and Controlled Substances testing for Safety-Sensitive Positions as required by the Federal Omnibus Transportation Employee Act of 1991 and related United States Department of Transportation rules and regulations set forth in 49 CFR Federal Regulations Parts 40 and 382.

BIDDERS MUST SUBMIT AN AFFIDAVIT THAT THE BIDDER OPERATES A DRUG AND ALCOHOL TESTING PROGRAM WITH REQUIREMENTS AT LEAST AS STRINGENT AS THAT OF THE PROGRAM OPERATED BY WARREN COUNTY, TENNESSEE.

PUBLIC NOTICE  
TITLE VI OF THE 1964 CIVIL RIGHTS ACT

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”